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9 December 1969

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Training

SUBJECT : Use of Federal Records Centers for Agency Records

1. Recently, I asked the Director of Security to re-examine the Agency policy on the use of Federal Records Centers for the permanent storage of Agency inactive records. The Security survey encompassed a detailed review of the physical security conditions and secure handling procedures at the Washington National Records Center (WNRC) in Suitland.

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2. I intend to lend my full support to obtain the Director's approval of the significant changes in Agency policy this recommendation entails. As a first step I shall, within the next two weeks, brief the Executive Director-Comptroller and the other Deputies on this proposal seeking their concurrence and acceptance. As a part of this briefing I wish to emphasize that our Directorate is taking immediate steps to transfer certain collections of Support records for storage at WNRC. Upon approval of the Director these collections will be the first transferred to WNRC.

3. The Records Administration Branch of the Support Services Staff has at my request identified some 10,000 cubic feet of DDS in-active office records [redacted] which are Secret and below and over two years old, many of them ten and fifteen years old. For example, the Office of Security has 2,000 cubic feet of Security Case Files which might be transferred for permanent storage at WNRC under this new policy. Logistics has 900 cubic feet of requisition and contracts, Personnel has 600 cubic feet of personnel files, Medical Services has 500 cubic feet of medical folders, and the Office of Finance has 6,000 cubic feet of finance vouchers and support papers [redacted] The foregoing figures may be considered as a point of departure from which each office should carefully review all of its inactive files [redacted] for possible transfer.

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4. Prior to briefing the Executive Director and other Deputies on this program I must have the assurance of the Support Office Heads that transfer of their records to WNRC does not impose any problems. Therefore, I am requesting each of you to conduct an in house review of all your inactive records and send your comments to be by 22 December concerning the plan to store as many as possible at WNRC.

Robert L. Bannerman
Deputy Director
for Support

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